

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

NOTICE 03-32

ISSUE DATE: 12/17/2003
DISPOSAL DATE: Ongoing

RE: OWNERSHIP TRANSFER
OF PRINTERS

To: County Depts. of Human Services Directors
County Depts. of Social Services Directors
Tribal Chairpersons/Human Services Facilitators
Tribal Economic Support Directors
W-2 Agency Directors
Child Support Agency Directors

From: Bettie A. Rodgers /s/
Division Administrator

Purpose: The purpose is to transfer ownership of check printers and CITO H bi-lingual printers to the agency. These printers are fully depreciated in value.

Background: In the mid-1990's Division of Economic Support (DES), currently Division of Workforce Solutions (DWS), provided printers as part of the contract to administer DES programs. These printers included check printers and CITO H bi-lingual printers now fully depreciated in value. DWS is transferring ownership of any remaining check printers and CITO H bi-lingual printers to the agency.

The ownership change of this equipment does not affect the agency's contractual obligations to comply with Title VI of the Civil Rights Act of 1964, which requires written and oral translation services for people with Limited English Proficiency.

Action Required: Effective immediately, DWS is transferring ownership of any remaining check printers and CITO H bi-lingual printers to the agency. The agency is responsible for the installation, ongoing maintenance, repair, replacement, and security of this equipment. The agency is also responsible for maintaining an accurate and current list of all equipment purchased with state funding.

Contact: Any questions regarding this information should be directed to the following:

REGIONAL OFFICE CONTACT: Area Administrator (Department Contract Managers)

cc: Bureau of Information Technology, Systems, Workstation and Service Desk Support